

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **YOUTH PROGRAM COORDINATOR ASSISTANT**

Jurisdictional Class: **Competitive**
Date Adopted: **March 2009**
Date Revised:
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **12**

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting with youth programs within the county. The incumbent is responsible for assisting with the planning, organizing and conducting youth programs. In addition, the incumbent may act as a representative for the Youth Bureau at outside organizations and functions. Work is performed under direct supervision of the Youth Bureau Assistant Director-Program Coordinator with administrative supervision of the Youth Bureau Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists with organizing youth programs;
Conducts youth service programs;
Gathers data for program evaluation at conclusion of events to assist in analyzing the effectiveness of the program;
Assists in planning training programs, conferences, meetings and workshops for youth, youth workers and volunteers participating in youth services programs;
Attends training programs, conferences, meeting and workshops for youth, youth workers and volunteers participating youth services programs;
Assists with the gathering and completion of various reports required for operation of the Youth Bureau which may include surveys, assessments, program evaluations, application for funding, narrative and fiscal reports concerning funded programs, documents and/or reports related to the funding from New York State Office of Children and Family Services, or other funding sources;
May assist with the preparation and dissemination of public materials related to youth services activities in the county;
Represents the Youth Bureau in workgroups, task forces, committees that are evaluating, planning and/or conducting programming for youth in the county.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of child development stages, Good knowledge of the elements of program development (planning, operation and evaluation), Good knowledge of recreation, social and educational programming for youth, Ability to interact with youth and other community partners involved with youth program planning and operation, Ability to communicate well both verbally and in writing.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's degree in human services, child development, youth recreation or education with at least one (1) year of full-time paid experience working with youth; **OR**
- (B) Associates' degree in child development, youth recreation or education with three years full-time paid experience working with youth.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT:

Candidate must possess a valid NYS drivers license.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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